



# PERSONNEL SPECIALIST

## DEPARTMENTAL PROMOTIONAL SPOT FOR

### SACRAMENTO

### FINAL FILING DATE: MARCH 1, 2011

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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#### WHO MAY APPLY

Candidates may only establish eligibility in this location.

**COMPETITION LIMITED TO STATE EMPLOYEES:** Applicants must have a permanent civil service appointment with the California Conservation Corps by the final filing date, in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

#### HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

**FILE BY MAIL OR IN PERSON:** CALIFORNIA CONSERVATION CORPS  
ATTN: ANN DICKEY  
1719 24<sup>th</sup> STREET  
SACRAMENTO, CA 95816  
(916) 341-3189

**SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR CALIFORNIA CONSERVATION CORPS CENTERS.** Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, or at [www.spb.ca.gov](http://www.spb.ca.gov) on the Internet.

#### REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929.

#### SALARY RANGE

**\$2602 - \$4067**

#### EDUCATION & EXPERIENCE EXAMINATION INFORMATION

Interviews will not be conducted for this examination. The entire examination will consist of an evaluation of each candidate's experience and education. Completion and submittal of the state application (Form 678) by the final filing date will constitute the entire examination. The applications will be evaluated and scored based on a set of rating criteria. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application.** List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year limit printed on the application. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70%. On your application (Form 678) clearly indicate names, titles, organizations, dates (month/day/year) tenure and time base with a concise explanation of the most important duties performed. **NOTE:** If needs warrant, the testing method utilized may be changed to an oral examination. If this method is selected, the interview will include a number of predetermined job-related questions and be weighted 100%. Competitors who do not participate in the selected testing method will be disqualified.

#### REQUIRED IDENTIFICATION REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

#### MINIMUM QUALIFICATIONS

(Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, II, or III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time in Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.)

#### Either I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

#### Or II

Two years of office experience. [Academic education above the 12<sup>th</sup> grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

#### SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

PERSONNEL SPECIALIST EXAM CODE: 1CQ01		BULLETIN RELEASE DATE: 02/15/11 aed FINAL FILING DATE: MARCH 1, 2011	
ADDITIONAL DESIRABLE QUALIFICATION		Familiarity with automated systems.	
POSITION DESCRIPTION		This is a multirange level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff.	
SCOPE		<p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Current office methods, procedures, equipment, and basic math principles.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions;</li><li>2. Independently interpret and use reference material;</li><li>3. Give and follow directions;</li><li>4. Gather data;</li><li>5. Design and prepare tables, spreadsheets, and charts;</li><li>6. Advise employees of their rights;</li><li>7. Consult with supervisors on alternative actions which they may take on various transaction situations;</li><li>8. Communicate effectively;</li><li>9. Operate a computer keyboard/terminal;</li><li>10. Establish and maintain cooperative working relations with those contacted during the course of the work;</li><li>11. Organize and prioritize work;</li><li>12. Create/draft correspondence;</li><li>13. Maintain personnel records.</li></ol>	
ELIGIBLE LIST INFORMATION		A departmental promotional spot eligible list will be established for the California Conservation Corps in Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.	
CAREER CREDITS		Career credits are not granted in promotional examinations.	
VETERANS PREFERENCE POINTS		Veteran's preference points are not granted in promotional examinations.	

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3189, three weeks after the final filing date if he/she has not received a progress notice. Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, any California Conservation Corps Centers/Satellites/Headquarters, or at [www.spb.ca.gov/](http://www.spb.ca.gov/) on the Internet. If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores. California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.